

Neighborhoods and Housing Services Department Regulated Industries Division 635 Woodland Avenue Suite 2101 Kansas City, Missouri 64106 Phone (816) 513-4561 Fax (816) 513-4595

REQUEST FOR RECORDS

Requestor Information: Name Organization	
Description of the Information Requested:	
Check One:	
I wish to have copies of requested documents (cost is 10 cents per	copy).
I wish to view documents only (NO notes are allowed to be taken	ı when viewing files).
I agree I will not take notes on or divulge any private information such as	social security numbers, financial or date-of-birth
(Signature)	(Date)
OFFICE USE ONLY – DO NOT WRITE IN	N SPACE BELOW:
() Access to the requested records is authorized for immediate review.	iith
Access to the requested records is authorized for w (Date)	(Customer Service Representative)
() Access to the requested records is denied under the following provis Legal Actions – Sec. 610.021(1) Real Estate Transactions – Sec. 610.021(2) Hiring, Firing, Discipline – Sec. 610.021(3) National Guard – Sec. 610.021(4) Health Proceedings – Sec. 610.021(5) Scholastic Activities – Sec. 610.021(6) Test Materials – Sec. 610.021(7) Public Assistance Cases – Sec. 610.021(8) Labor Negotiations – Sec. 610.021(9) Computer Software Codes – Sec. 610.021(10) Bid Specifications – Sec. 610.021(11) Sealed Bids – Sec. 610.021(12) Personnel Records – Sec. 610.021(13) Other Closed Records Laws – Sec. 610.021(14)	sions of the Missouri Sunshine Law:
Proprietary Scientific Information – Sec. 610.021(15)	
Processed by:	Date:
J	Datc.



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REQUEST FOR RECORDS

Public Records 610.010, 610.023, 610.024, 610.026

Unless otherwise provided by law, records of a public governmental body are to be open and available to the public for inspection and copying. The governmental body may charge up to 10 cents per page for standard copies and the actual cost of the copy for larger or specialized documents (such as maps, photos and graphics). The body also may charge a reasonable fee for the time necessary to search for and copy public records. Research time may be charged at the actual cost incurred to locate the requested records. Copying time shall not exceed the average hourly rate of pay for clerical staff of the public body. A public body may reduce or waive costs when it determines the request is made in the public interest and is not made for commercial purposes.

The term "public record" includes records created or maintained by private contractors under an agreement with a public governmental body or on behalf of a public governmental body.

Each public governmental body must appoint a custodian of records. The Sunshine Law requires that each request for access to a public record be acted on no later than the end of the third business day following the date the request is received by the custodian. If access is denied, the custodian must explain in writing and must include why access is denied, including the statute that authorizes the denial.

If only part of a record may be closed to review, the rest of the record must be made available.

The law also requires that if a request is made in a particular format, the custodian shall provide the records in that format if it is available.

Revised November 5, 2007